

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Guidance Memorandum O:** For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes

Topic: Enrollment of Children in Care

Date: February 2005

The CACFP is primarily designed to provide nutritious meals to children enrolled for care in licensed or approved child care facilities. Parents or guardians of children in care fill out an enrollment form that gives the child care provider legal permission to provide care. In Wisconsin this requirement can be found at HSS 45.04(6) for licensed providers, and at DWD 55.08(12)(f) for certified providers. CACFP regulations at 7 CFR 226.15(e)(3) require that each institution keep a record of a child's enrollment, as well as copies of income eligibility forms used to establish a child's eligibility for tier I reimbursements in mixed tier 2 family day care homes. Section 226.16(a) specifically extends these requirements to sponsoring organizations, while § 226.18(e) states that family day care homes must maintain documentation of enrollment for each Program participant.

The enrollment process for children in care includes written documentation of the following:

1. New enrollment forms for all children enrolled in child care, or documentation of current enrollment. Documentation of current enrollment must include updated information which details each child's name, current address, telephone number and the date(s) the information was obtained. Renewing providers must submit new enrollment forms and/or updated enrollment documentation to the sponsor no later than the date of submission of their October reimbursement claim.
2. **April 1, 2005** – The 2<sup>nd</sup> Interim CACFP rule requires that new procedures for annual updates to the enrollment form, signed by a parent or guardian and indicating the child's normal days and hours in care and the meals normally received while in care must be implemented by April 1, 2005. Any new enrollment form, collected on or after that date, will need to comply with the new requirements.
  - a. For enrollment forms that are already collected annually the changes must be in place the next time, on or after April 1, 2005, that the enrollment forms are collected. For all other enrollment forms, the changes must be in place by September 30, 2005.
  - b. The enrollment form information must be collected on a child by child basis, updated annually and signed by the parent or guardian. If the child is of school age and attends the day care home either before and/or after school, the enrollment form must detail the child's normal hours in care both before and/or after school, or the form must provide sufficient detail to allow the reviewer to determine the child's normal days and hours in care and the meals normally received while in care..
3. Sponsors may use the attached sample enrollment form (PI-6077, *CACFP Enrollment Form*, New 01-05) to collect a portion of the needed enrollment data, or may use their own enrollment form, or a combination of forms. Regardless of the form(s) used, all necessary information, (name, current address, telephone number, days and hours normally in care and the meals normally received while in care) must be collected on a child by child basis.